

## **POLICE SERGEANT**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances and for the protection and safeguarding of life and property. Work involves making regular patrols and investigating accidents or suspicious activities in accordance with departmental rules and regulations. Employees of this class exercise supervision over an assigned police officer or group of police officers at the direction of a superior and perform routine clerical work. An employee or employees of this class may also investigate and follow-up matters concerning juveniles. Employees of this class are supervised directly by a Police Lieutenant, but must exercise independent judgement in emergency situations.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Instructs subordinates in the performance of their duties.

Does patrol work in company with another officer or alone; makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the State Criminal Code, and speeding and parking ordinances; renders informational aid and assistance to motorists and other citizens; checks model, make, and license number of passing vehicles to regain stolen cars and pick up wanted persons or violators; investigates vehicles illegally abandoned or abandoned under suspicious circumstances; makes other investigations as required.

Directs traffic and/or supervises traffic direction to reduce and eliminate congested traffic conditions.

Investigates accidents, keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of accidents giving conditions and causes of accidents; issues violation tickets; supervises removal of injured persons to hospital and the removal of debris to restore traffic flow.

Maintains or supervises the maintenance of records and reports.

Makes arrests and prefers charges; appears in court as a witness.

Maintains order in crowds and public gatherings and directs the work of others to accomplish this.

Reads assigned material to keep up with modern methods of police work.

Investigates and follows-up all complaints involving juveniles and performs related work such as counseling and maintaining records of juvenile work.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met before filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer with at least three (3) years in that class with the department immediately preceding application to the board.

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Rev	10-07-75
	11-03-76
	02-04-80
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	11-15-94
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	06-30-11